

CITY CLERK

Purpose:

To actively support and uphold the City's stated mission and values. The City Clerk is responsible for the executive leadership, direction and management for the City Clerk's Office. This position administers the open meeting laws, maintains the official records of all City Council proceedings, serves as the Election Officer for the City, and performs other State and Municipal statutory duties for elected officials, voters and the public in order that all may be guaranteed fair and impartial elections, open access to information and the legislative process, and transparency in government and monitors the use and preservation of the City seal to ensure that it meets the legal requirements of the City Charter, City Code and Arizona Revised Statutes.

Supervision Received and Exercised:

Receives policy direction from the City Council.

Exercises direct supervision over administrative, professional and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Ensures the preparation of agendas and minutes for the formal, issue review sessions and special City Council meetings, and ensures that recording of the Council actions are timely and accurate.
- Oversees follow-up activities resulting from Council meetings, including ensuring that resolutions, contracts, ordinances, etc are in proper format and proper signatures attained, track committee and commission actions, assure documents are recorded in a timely manner and items entered into legislative history.

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- Ensures use of the Corporate Seal of the City of Tempe is appropriate.
- Attests to official actions of the Council.
- Coordinates Department activities with those of other departments, boards, commissions, Council committees and outside agencies and advise on legal requirements in regards to assuring open meeting laws and records are followed.
- Attend City Council meetings and study sessions; record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, filing, indexing and storage of all proceedings of the City Council.
- Direct, oversee and participate in the development of the office work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate and direct the records management program for interdepartmental custodians of records; establish a records management manual to identify official records and to schedule orderly destruction of records according to established procedures and state mandates.
- Supervise and participate in the development and administration of the office budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Work with a variety of officials representing State and County government in the coordination of activities related to elections, open meeting laws and record retention.
- Serve as chief election official. Plan, direct and administer periodic City elections in accordance with City code, State statutes and Federal regulations. Certify results of election.
- Maintain an awareness of constantly changing laws, rules and regulations governing all aspects of the elections, open meeting laws and records, so that the City Council can be alerted and the city's operations carried out in a lawful manner.
- Act as the city's representative and as the public contact person in dealing with the public, other government agencies and businesses.

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- Oversee posting and advertise official meetings, public hearings, calls for bids and other documents of public interest; maintain affidavit of publications and postings.
- Coordinate office activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence to Council. Translates policy statements into working programs and procedures that support the policy direction of the Council.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters, including the interpretation and application of policies and process.
- Receive and distribute claims, summons and complaints.
- Assist the public and City staff by providing information and research assistance.
- Have a strong commitment to value diversity in the Department and the City.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible administrator experience, including two years of administrative and management responsibility. Knowledge of pertinent

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Federal, State and local laws, codes and regulations related to municipal elections, open meeting law, and records management. Knowledge of functions, authority, responsibilities and limitations of an elected City Council.

Education:

A Bachelor's degree from an accredited college or university in business or public administration or a degree related to the core functions of this position. A Master's degree is preferred.

Licenses/Certifications:

Possession of, or required to obtain within two years of hire, an Election Officer Certification from the State of Arizona.

Certification as a Certified Municipal Clerk is preferred.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Customer Service: Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

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Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

Dependability and Reliability: Responsible and consistent with fulfilling obligations; diligently meets deadlines; and comply with organizational rules, policies and procedures.

Willingness to Learn: Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands; participate in training; and seek constant feedback.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

Problem Solving and Decision Making: Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

Job Code: 001

Status: Exempt / Unclassified

Revised Nov 2010 (Removed optional driver's license statement)